

(District Name)

TEPG Post-Observation Protocol

Purpose

The post-observation protocol is an opportunity for the observer and teacher to have an evidence-based conversation about the observation and for the teacher to receive actionable feedback. By the end of the conference, the teacher will have specific next steps to integrate into his/her practice.

Preparing for the Conversation

Observer will...

- Review and align observation notes to the MSFE TEPG Rubric standard indicators.
- Review the post-observation questions and make note of any additional questions or alignment with professional goals (Part 1).
- Identify areas of strength and opportunities for growth by citing evidence from classroom observation (Part 2).
- Jot down notes and ideas on a plan for growth (Part 3).

Teacher will:

- Use the MSFE TEPG Rubric to self-assess his/her performance during the observation.
- Review and prepare answers to the post-observation questions (Part 1).
- Collect and analyze student work samples or other documents related to the lesson.
- Identify areas of strength and opportunities for growth from the classroom observation and analysis of evidence (Part 2).
- Jot down notes and ideas on a plan for growth (Part 3).

During the Conversation

Observer will...

- Ask questions and take notes on the conversation (Part 1).
- Share evidence, alignment, strengths, and opportunities for growth (Part 2).
- Collaboratively identify and document a plan for growth for the teacher based upon the conversation and assessment (Part 3).

Teacher will...

- Share responses to the questions and share documents and/or student work samples from the lesson (Part 1).
- Use evidence to identify strengths and opportunities for growth (Part 2).
- Collaboratively identify and document a plan for growth (Part 3).

At the end of the conference, the observer and teacher will receive a signed copy of the completed documents, which includes planning for growth.

Part 1: Post-Observation Conversation

Teacher Name: _____

Observer Name: _____

Grade observed:	Subject/lesson observed:
Date of observation:	Length of observation:
Date of conference:	Time of conference:

Instructions: Teacher should review the questions below and prepare responses for the post-observation conversation. Responses can be submitted electronically or in writing prior to the conference. During the conference, the teacher and observer will discuss the questions and share any relevant evidence.

1. In general, what was successful about the lesson? Comment on your classroom environment (e.g. interactions, culture, procedures, and student conduct) and instructional delivery (e.g., activities, grouping of students, materials and resources). To what extent were they effective?
2. Did students engage in the lesson? Did they learn what you intended for them to learn? How do you know?
3. If you had a chance to teach this lesson again to the same group of students, what would you do differently, from planning through execution?
4. For students who struggled with the content, what will you do next to ensure they grasp the concepts? How will you adjust the remainder of the unit, if at all?
5. Given this reflection and feedback, what are your next steps (short and/or long term) toward continuous improvement and what resources and/or supports are needed?

